PS01 - Request for Student Systems Access and/or Training

🛈 Note

- This form can be downloaded from the UCT website: https://www.forms.uct.ac.za/forms.htm
- Supporting documentation may be accessed on the Student Systems Support (SSS) website: Staff Help Documentation | Student Systems Support.
- Please complete this form if you require access to the Business Objects system, Content Management System (CMS), Customer Relationship Management system (CRM), Perceptive Content System or Mercury System (MER)
- In addition to the declaration below, UCT is bound by the POPIA Act. Please familiarize yourself with legislation *Protection of Personal Information Act (POPIA) | University of Cape Town (uct.ac.za)*
- This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using 📕 Adobe Acrobat Reader.

A. Applicant declaration

I, Applicant First Name Applicant Surname **, hereby declare that I am a bona fide student systems user and I agree to abide by the following university regulations:**

- **All information is strictly confidential and will be used for internal purposes only**
- **Training uses real data; it is a necessary requirement that the privacy of data on individuals is respected in training or production environments.**
- **I will not release student information to the general public.**
- **I will ensure that adequate security measures are adhered to when accessing information.**
- **I understand that my access to the system may be revoked if there is evidence of negligence or misuse.**
- **I will not leave my computer unattended while logged on the system.**
- **I will not disclose my password, nor will I access the system under a false name or password.**
- **I will not attempt to access files to which I do not have rights, and I will not circumvent the security features designed into the system.**
- **I will use the system for official business only.**
- **I will notify Management in case of any security breach incident.**
- **I consent to the monitoring of my use of the systems.**
- **I understand that if I or my User ID is suspected of misuse or abuse, investigation may be undertaken, and disciplinary action may follow.**
- **I have read and understood the above agreement policies and guidelines.**

Applicant Signature:		Date:	

B. Applicant details

Title:		Surname:		First Name:	
Position/Job Title:			Staff Number or Third Party (T Number):		
Email Address:			Telephone:		
Department:			Department Org. Code:		
Line manager email address used in *Submit* button below:					
Have you studied at UCT in the past or are you a current UCT student?			Yes	No	
If yes, what is your student number if you studied at UCT in the past or if you are a current student?			Student Number:		
Please provide your maiden (or different) name, if you studied at UCT under a different name in the past					
Are you a temporary staff member?	Yes	No	If yes, what is your start and end date of employment at UCT?	Start:	
				End:	

C. Line manager declaration: Section to be completed by line manager responsible for approving system access as requested

I, _____, as Head of Department / Line Manager confirm that:

- The requested training and resultant access to information and functionality on the system is in accordance with this applicant's departmental responsibilities.

- **I understand no access will be given if this form is not submitted completely and accurately.**

- The applicant will be granted time to attend training in line with their departmental responsibilities.

- I accept that fund ☐☐☐☐☐☐ and cost centre ☐☐☐☐☐☐ can be debited as a "no show" penalty.

- An amount of R500 will be charged if training is missed, or withdrawn from, less than forty-eight hours in advance.

Signature:		Date:	
E-mail Address:			

Completing PS01 - Request for Student Systems Access and/or Training form

When do I complete this form?

- For audit and security purposes, staff members who require access to SAP Business Objects, Handbooks Content Management System (CMS), Dynamix Customer Relationship Management system (CRM), Perceptive Content System or Mercury System (MER) need to complete this form in conjunction with their line manager.

- This form needs to be completed by all staff members including academic staff whose area of work involves the above-mentioned systems.

Staff members and line managers need to make note of the following:

- Access can only be assigned if the user is trained by SSS or super-user trained by an experienced colleague in their department.

- If the staff member is super user trained, they still need to attend instructor led training to retain access.

- For staff members who changes departments (regardless of whether the same access is required), a PS01 form needs to be completed, signed and authorised with their new line manager.

- It is the responsibility of the user to ensure that they are booked on the training.

- Access is not automatically extended upon contract renewal. A new PS01 form must be submitted to sss-staff@uct.ac.za, indicating your updated start and end dates.

- See the Student System Support web site https://www.sss.uct.ac.za for information such as the Student Information, System training calendar, booking procedures, venues, directional maps and contact detail.